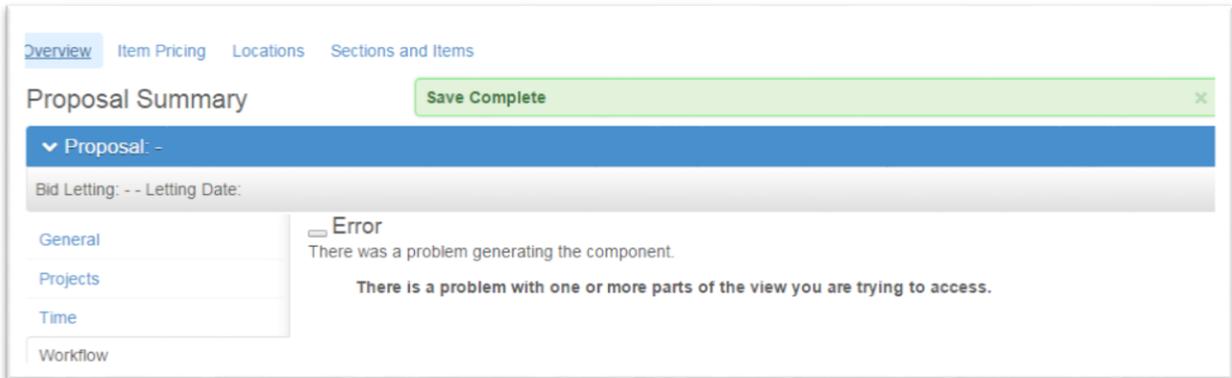


Duplicate Proposals

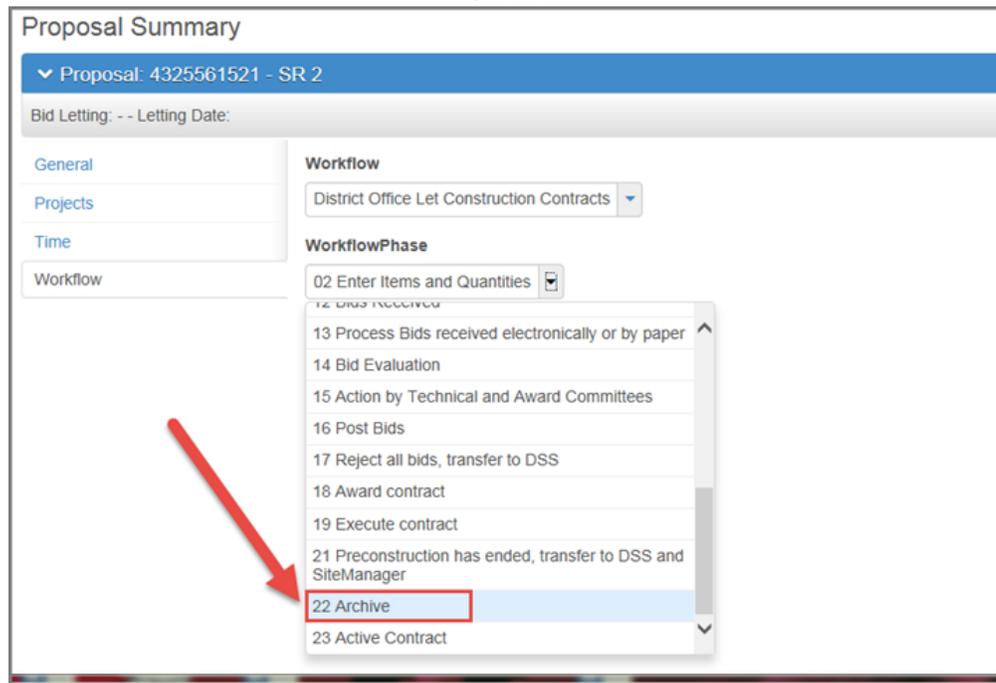
When Executed Production Projects/Proposals are passed to Site Manager/ DSS or in the case of Rejected, “jobs” are passed to DSS - the Lockdown/Archive batch process that runs nightly sets the workflow phases to “Archived” for both the production and matching non-production “LS” and “DB” projects and proposals. This has the effect of removing them from the list Projects or Proposals your Role sees.

This is the message you will receive when the Save Action moving the Proposal to Workflow/Phase “Archive” that documents the action has occurred.



There are occasions when “LS” “DB”, or other projects and proposals have been kept for a longer period. If you now want to remove them from your regular login screen, you may do this. This can be done by moving these to the Workflow/Phase “Archive.” Once they have been moved, you will no longer have access to them. If you wish to retrieve them in the future, send an email request to the group ID of “CO-Pr-ADMIN”, identify the particular proposal you wish to be returned to you.

STEP 1



Duplicate Proposals

STEP 2

